حمل الآن



المراجعة رقم (1)





THEME 4 Quick Look

An hour before the Exam

تمكن من مراجعة منهجك فى ساعة واحدة قبل الامتحان



Important Points

أهم النقاط فى المحور الرابع

1 "Installing software"

- Most software programs, like Microsoft Office versions and Google Chrome, and downloaded from the internet.
- It's recommended to download software from reliable sources.
- If you're unsure, or facing problems, you can ask your teacher for help.

2 "Updating software"

- Software programs often need to be updated.
- Updates help programs to run more efficiently.
- Many programs install necessary updates automatically.

3 "Binary numbers system"

- Computers use binary to store data more efficiently.
- Think of binary numbers as a language that the computer understands.
- Computers understand data (numbers) through a binary electrical single.
- The binary system used the values (1) and (0).

4 "Assigning roles"

Before you start, speak to your group members to discuss the following :

- The strengths of each group member.
- The characteristics of each group member.
- The things needed to complete the project like : pictures, text, data, etc.
- The tools that will be needed to complete each section of the project.
- Discuss who might be best suited for each aspect of the project and assign roles.

5 "Digital information handling skills"

- You can research, collect, classify, and process information using digital information handling skills.

6 "PowerPoint Elements"

- Text :

- You can show important information in an appealing way.
- Consider using one or two colors.
- Put important text in bold to make key information stand out.
- You can also insert WordArt to make text have even more impact.

- Photographs and shapes :

- Use image to catch the viewer's eye.
- You can also insert shapes or even your own drawings.

- Graphs and charts :

- They are a good way to share data, especially numbers.

- Audio :

- Add audio to enhance a text or image.
- Be sure there's a clear link to the visual displayed data, and that it's not too long or distracting.

- Video clips :

- Consider using video clips in your presentation.
- Ones you find online, or videos you have made.

7 "The intellectual property rights"

Rights of others should be respected when using their photos, videos, and audio files.

8 "Storyboards"

- A storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation.
- You can use powerPoint to make storyboards.
- Storyboards allow you to plan your ideas and pre-visualize the results of a presentation.
- A storyboard helps you organize your ideas in order.
- A storyboard helps you give an organized and understandable presentation.





Important Definitions
أهم التعريفات فى المحور الرابع

Words	Definition
Updates	- Help programs to run more efficiently - Many programs install necessary updates automatically
Ctrl + Alt + Del	When pressing on the three keys, you can open the task manager window to close the not responding apps
HTML	- Stands for (Hypertext Markup Language) - It is the language that will be displayed on a web browser

Apps, websites, and ICT tools
برمجيات ومواقع وأدوات تكنولوجيا المعلومات والاتصالات

- **Microsoft Word :**
  - It's one of (Microsoft Office 365) apps.
  - Is an efficient program to use when working on projects.
  - You can setup a Word document to be edited by numerous users.
- **Microsoft Paint :**
  - You can save the images you create and insert them into your document.
  - To open it click start menu then paint.
  - To save the images, click file menu then save as.
- **Microsoft Excel :**
  - It's one of (Microsoft Office 365) apps.
  - it's used to make the need calculations.
  - It's used to represent the data in form or charts (graphs).
- **Microsoft PowerPoint :**
  - It's one of (Microsoft office 365) apps.
  - It's used to make presentations.
- **E-mail :**
  - E-mail allows you to send and receive messages.
  - Use email to send your work to other group members or to your teacher.
  - Write your ideas in a message or attach a document or image that you've created.
- **Movie Maker :**
  You can use it to make a film from a selection of still images.

Sample Tests On Theme Four



اختبارات مجمعة من مختلف المحافظات للأعوام السابقة على المحور الرابع [تتضمن الأفكار المكررة في الامتحانات السابقة]

ممتاز 🔵 جيد جدا 🟢 جيد 🟡 غير جيد 🔴

▸ If you got 🔴 you need to revise the theme again.

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة المحور مرة أخرى.

Sample Test 1

1 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. You can use Microsoft Word to make film from a selection of still images. ( ) [القاهرة - البساتين ٢٠٢٤]
2. Understanding the roles group members will play in the project is not important. ( ) [الأزهر الشريف - الفيوم ٢٠٢٤]
3. Storyboards allow you to plan your ideas. ( ) [الدقهلية - المنزلة ٢٠٢٣]
4. WordArt is an amazing feature in Excel. ( ) [الجيزة - الوراق ٢٠٢٤]
5. You cannot attach files to your message when creating new E-mail. ( ) [بورسعيد - بورفؤاد ٢٠٢٤]
6. Excel program is used to create presentations. ( ) [الغربية - زفتى ٢٠٢٣]
7. To perform the addition operation in Excel, we use the operator (*). ( ) [الاسماعيلية - فايد ٢٠٢٣]
8. The language displayed on the internet browser is called HTML and is know as hypertext mark up language. ( ) [البحيرة - الرحمانية ٢٠٢٤]

2 Choose the correct answer from a, b, c or d.

1. It may be useful to use the .... to prepare storyboards for creating an effective presentation. [القليوبية - الخصوص ٢٠٢٤]
   a. Excel b. Word c. PowerPoint d. Paint
2. You can use PowerPoint to present your ideas in a/an .... way. [دمياط - السرو ٢٠٢٣]
   a. boring b. bad c. appealing d. horrible
3. Computers only allow two states .... [بني سويف - ناصر ٢٠٢٤]
   a. switching (on/off) b. putting and moving
   c. empty and full d. shut down
4. .... stands for (Hypertext Markup Language). [الفيوم - ابشواى ٢٠٢٤]
   a. HMTL b. HTML c. TMLH d. TMTL
5. Copyright notice, logo, and contact information are placed at the .... of the website. [الشرقية - قويسنا ٢٠٢٣]
   a. top b. middle c. bottom d. on
6. You can use the .... program to collect numeric information. [المنوفية - اشمون ٢٠٢٤]
   a. Word b. PowerPoint
   c. Excel d. none of them
7. .... tab contains the AutoSum function. [الازهر الشريف - الدقهلية ٢٠٢٤]
   a. Layout b. Home c. Design d. View

قم بتلوين الدائرة باللون المناسب لمستواك. ◯

▸ If you got 🔴 you need to revise the theme again. 🔵 ممتاز 🟢 جيد جدا 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة المحور مرة أخرى.

Sample Test 2

1 Choose the correct answer from a, b, c or d.

1. Microsoft Word can be edited by numerous users at different locations, if there is an available .... (سوهاج - طهطا ٢٠٢٤)
   a. keyboard b. printer
   c. internet connection d. mouse
2. To solve the problem of screen freezes you can use .... (الأزهر الشريف - المنيا ٢٠٢٤)
   a. Tab-Alt-Del b. Ctrl-Alt-Del c. Ctrl-Alt-Tab d. all of them
3. Websites often put .... that match your interests geographical location, age and gender. (أسوان - نصر النوبة ٢٠٢٣)
   a. comments b. jokes
   c. tools d. advertisements
4. One of the important things when preparing a group project is .... (الأقصر - القرنة ٢٠٢٤)
   a. limiting the project to one person b. distributing roles
   c. working without planning d. deleting the project
5. .... can provide clear and accurate directions to the required places. (قنا - قفط ٢٠٢٣)
   a. Excel b. PowerPoint c. Google Maps d. Edge
6. You can use .... to make a film from a selection of still images. (أسيوط - منفلوط ٢٠٢٤)
   a. Movie Maker b. Word c. Excel d. none of them
7. You can use the internet to help others and solve social issues like .... (الفيوم - اطسا ٢٠٢٣)
   a. improving health care b. gaming
   c. playing d. sharing

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. You cannot attach a document to your email. (الدقهلية - المنزلة ٢٠٢٤) (   )
2. Google Chrome is one of browsers that comes with Microsoft Windows. (البحيرة - ادكو ٢٠٢٣) (   )
3. Collection is the Microsoft Edge browser feature used to organize research results. (الشرقية - فاقوس ٢٠٢٤) (   )
4. HTML is the language that will be displayed on a web browser. (المنوفية - أشمون ٢٠٢٣) (   )
5. PowerPoint and webpages can include audio and video. (القاهرة - مصر الجديدة ٢٠٢٣) (   )
6. Online libraries sometimes include dictionaries and encyclopedias. (الجيزة - الدقي ٢٠٢٤) (   )
7. It's recommended to tell your group members that you're sending an attachment. (أسوان - دراو ٢٠٢٣) (   )
8. Have a good weekend is a negative phrase. (أسيوط - ديروط ٢٠٢٤) (   )



▸ If you got 🔴 you need to revise the theme again. 🔵 ممتاز 🟢 جيد جداً 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة المحور مرة أخرى.

Sample Test 3

1 Choose the correct answer from a, b, c or d.

1. .... can be included in PowerPoint and webpage. [القاهرة - شبرا ٢٠٢٤]
   a. audio b. video c. both (a&b) d. none of them
2. It is preferable to use the program .... to express the data in the form of graphs. [الجيزة - الهرم ٢٠٢٤]
   a. WhatsApp b. Spreadsheets c. Word processor d. Excel
3. To add up numbers: Select the .... you want to add together. Then click: Home Tab then AutoSum then Enter. [الأزهر الشريف - البحيرة ٢٠٢٤]
   a. cells b. column c. rows d. Excel sheet
4. We use .... to make a film from a selection of still images. [سوهاج - جرجا ٢٠٢٣]
   a. PowerPoint b. Movie Maker c. Excel d. Word
5. You must respect the .... when using photo and video files. [الأقصر - ارمنت ٢٠٢٤]
   a. digital citizenship b. Graphs
   c. intellectual property d. none of them
6. You can insert .... in word program to make text have even more appealing. [أسيوط - أبو تيج ٢٠٢٣]
   a. PowerPoint b. WordArt c. Excel d. Paint
7. .... program is used to create a presentation. [المنيا - سمالوط ٢٠٢٤]
   a. PowerPoint b. Excel c. Word d. Paint
8. You can send emails to others using .... [القليوبية - طوخ ٢٠٢٣]
   a. paper messages b. SMS c. E-mail d. mouse

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Google Play Store is considered a store for different applications. [البحيرة - دمنهور ٢٠٢٤] ( )
2. Movie Maker is used to make a film from a selection of still images. [الشرقية - الصالحية ٢٠٢٣] ( )
3. Text can show important information in an appealing way. [دمياط - الزرقا ٢٠٢٤] ( )
4. A PowerPoint Presentation shouldn't present too much information. [الأزهر الشريف - الشرقية ٢٠٢٣] ( )
5. A copyright notice appears at the top of websites. [المنوفية - تلا ٢٠٢٣] ( )
6. Microsoft Paint is used to save the images that you create and then insert them into the document. [الفيوم - طامية ٢٠٢٣] ( )
7. The size of text on webpages must be appropriate and bigger than subheadings. [بني سويف - الواسطى ٢٠٢٤] ( )

قم بتلوين الدائرة باللون المناسب لمستواك. ◯



▸ If you got 🔴 you need to revise the theme again.

🔵 ممتاز 🟢 جيد جداً 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 (غير جيد) قم بمراجعة المحور مرة أخرى.

Sample Test 4

1 Choose the correct answer from a, b, c or d.

1. To solve the problem of screen freezes, you can use .... (الإسكندرية - العجمي ٢٠٢٤)
   a. Alt+Tab+Del b. Ctrl+Alt+Del
   c. Ctr+Alt+Tab d. Alt+Del
2. To create a movie using a set of still images, ... is used. (الأزهر الشريف - الإسماعيلية ٢٠٢٤)
   a. Microsoft Word b. Microsoft Excel
   c. Movie Maker d. none of them
3. It is necessary to select .... to search online before starting it. (بورسعيد - بورفؤاد ٢٠٢٤)
   a. difficult words b. ambiguous words
   c. keywords d. all of them
4. To choose the .... of a chart, click "format" from "chart design". (السويس - الجناين ٢٠٢٣)
   a. type b. color c. layout d. title
5. You can insert .... to make text have even more impact. (الغربية - قطور ٢٠٢٣)
   a. WordArt b. Bold Text c. Italic Text d. Underline Text
6. You can use Microsoft Word to create .... (الجيزة - أوسيم ٢٠٢٤)
   a. reports b. web pages c. both a & b d. none of them
7. The link to the visual displayed data should be .... (الأقصر - ارمنت ٢٠٢٤)
   a. distracting b. long c. clear d. both a & b

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Microsoft Excel is the program used to set up a spreadsheet. (القاهرة - مصر الجديدة ٢٠٢٤) ( )
2. Software programs often need to be updated. (الأزهر الشريف - الفيوم ٢٠٢٤) ( )
3. Text can show important information in an appealing way. (المنيا - ملوى ٢٠٢٣) ( )
4. An effective presentation is just like your favorite TV show or movie. (الإسماعيلية - الإسماعيلية ٢٠٢٣) ( )
5. Updates help programs to run slowly. (بني سويف - اهناسيا ٢٠٢٣) ( )
6. The main text size should be bigger than subheadings. (القليوبية - العبور ٢٠٢٣) ( )
7. We use online museums to display a street, or an area map. (دمياط - الروضة ٢٠٢٣) ( )
8. It is not necessary to plan your project. (الأزهر الشريف - بورسعيد ٢٠٢٤) ( )

قم بتلوين الدائرة باللون المناسب لمستواك. ◯

▶ If you got 🔴 you need to revise the theme again.

🔵 ممتاز 🟢 جيد جداً 🟡 جيد 🔴 غير جيد

قم بتقييم نفسك بالعلامات الموضحة وإذا حصلت على 🔴 [غير جيد] قم بمراجعة المحور مرة أخرى.

Sample Test 5

1 Choose the correct answer from a, b, c or d.

1. Hold down the power button for .... to restart an android device. [الجيزة - الدقي ٢٠٢٤]
   a. 3 seconds b. 30 seconds c. 300 seconds d. 3000 seconds
2. Press and hold the .... buttons to open the task manager. [المنيا - ملوي ٢٠٢٣]
   a. Shift+ Alt + Delete b. Ctrl + Shift + Delete
   c. Ctrl + Alt + Delete d. Alt + Delete
3. You can save the images you create and insert them into your document by using .... [الأزهر الشريف - الشرقية ٢٠٢٣]
   a. Microsoft Paint b. Microsoft Excel c. Microsoft Edge d. Microsoft Word
4. To divide two values in Excel you can use .... sign. [سوهاج - البلينا ٢٠٢٤]
   a. % b. / c. * d. +
5. .... is the language that will be displayed on a web browser. [قنا - دشنا ٢٠٢٤]
   a. PHP b. HTML c. HMLT d. TMTL
6. You can use .... to send your work to your colleague. [أسوان - ادفو ٢٠٢٣]
   a. Word b. Paint c. E-mail d. Excel
7. Your story should have a title or .... that catches your audience's attention. [الأقصر - الطور ٢٠٢٤]
   a. subheading b. sound c. heading d. text
8. Subheadings have a .... font size than headings. [القاهرة - الزيتون ٢٠٢٤]
   a. bigger b. smaller c. larger d. none of them

2 Put (✓) in front of the correct sentence and (✗) in front of the wrong one.

1. Graphs and charts are a good way to share data, especially numbers. [الجيزة - العمرانية ٢٠٢٤] ( )
2. You can't download files from the EKB. [الأزهر الشريف - قنا ٢٠٢٤] ( )
3. PowerPoint and web pages can include audio and video. [أسيوط - الفتح ٢٠٢٤] ( )
4. To write a report, you can use calculator program. [الأقصر - القرنة ٢٠٢٣] ( )
5. Graphs and charts are a good way to share data. [القاهرة - الوايلي ٢٠٢٤] ( )
6. A PowerPoint Presentation shouldn't present too much information. [الجيزة - اطفيح ٢٠٢٣] ( )
7. "Screen freezes" is one of the common problems when using computer. [المنوفية - منوف ٢٠٢٤] ( )

قم بتلوين الدائرة باللون المناسب لمستواك. ◯



2 March Test

1 Choose the correct answer from a, b, c or d.

1. From the advantages of ...., the content suitable for all age, safe and accurate sources.
   a. EKB   b. social media   c. blogs   d. none of them
2. .... are one example of how you can classify and provide a visual representation of data.
   a. Collections   b. Word report   c. Excel graphs   d. None of them
3. .... help programs to run more efficiently.
   a. Install   b. Updates   c. Remove   d. None of them
4. For collecting data, you can use ....
   a. Excel   b. Word   c. pen and paper   d. all of them
5. You can use .... to send your work to other group members or to your teacher.
   a. Paint program   b. YouTube   c. E-mail   d. Excel
6. .... is the web browser that comes with Microsoft Windows
   a. Microsoft Edge   b. Mozilla Firefox
   c. Google Chrome   d. Opera Browser
7. When using online sources, be sure that they are ....
   a. accurate   b. difficult to understand
   c. inaccurate   d. unreliable
8. .... is an efficient program to use when working on projects and it's used for writing and formatting texts.
   a. Microsoft Word   b. Microsoft Excel
   c. Microsoft PowerPoint   d. Microsoft Paint

2 Put (✓) in front of the correct sentence and (×) in front of the wrong one.

1. You cannot setup a Word document to be edited by numerous users. ( )
2. Before starting your project, it's important to make a list of things needed to delivered the project on time. ( )
3. Microsoft Paint is used for writing and formatting text. ( )
4. When the screen freezes in Android device: Hold down the power button for 30 seconds and restart. ( )
5. Icons can be clicked to reach other sections or webpages. ( )
6. All sources posted there are verified and accurate. ( )
7. Excel program is used to collect numerical data and perform the needed mathematical calculations. ( )



كيفية طباعة صفحات معينة من ملف معين



مثلا ازاى نطبع الصفحات من صفحة 4 الى صفحة 9

خطوة 1

خطوة 2
اختيار اسم الطابعة بتاعتك

خطوة 3
كتابة الصفحات المراد طباعتها
نكتب رقم 4 ثم نكتب الشرطة دي – ثم نكتب 9

خطوة 4
اختيار نوع الورق

خطوة 5
اختيار A4

خطوة 6

المراجعة رقم (2)

اختبار شهر مارس



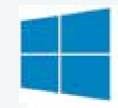


March Revision

① Summary

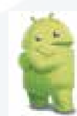
Lesson 2

- Most software programs are downloaded from the internet, such as Microsoft Office and Google Chrome.
- To install a program on Windows PC: Download the program online, click file in Downloads folder, then follow the instructions to complete installation.
- To install an app on Android: Find the app on (Google Play Store), then click Install.
- Updates help programs to run more efficiently.
- Many programs install the necessary updates automatically.
- Some major updates require a restart.
- Update in Windows:



Start button → Settings → Update and Security → Windows Update

- Update in Android: System → System Update



Binary Numbers System

- To solve screen freezes problem:
  - In Windows: Press Ctrl + Alt + Del
  - In Android: Press the power button for 30 seconds and restart.
- Computers use binary for efficient data storage.
- Binary numbers are a language understood by computers.
- The binary system uses 1 and 0 (1 is on, 0 is off).

Lesson 4

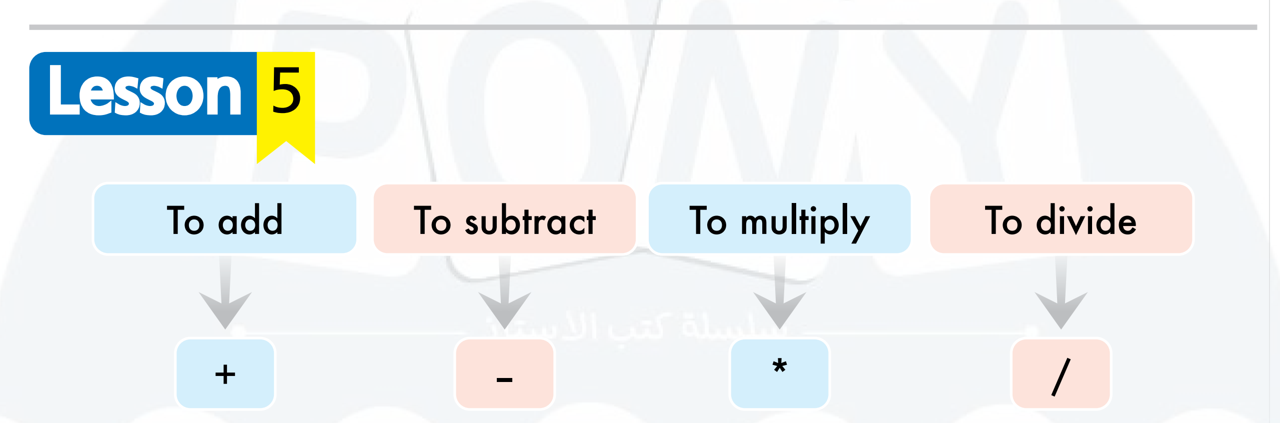
- Before starting your project, discuss it in groups:

  ❶ The final product ❷ The tools needed ❸ Assigning roles





- Microsoft Word is an efficient program to use when working on projects.
- You can set up a Word document to be edited by numerous users in different locations.
- Microsoft Paint can be used to save the images you create and insert them into your document.
- Use emails to send your work to other group members or to your teacher.



❶ Add up numbers:

Home Tab ⟶ AutoSum ⟶ Enter

❷ Add **titles** to a graph/chart

Toolbar ⟶ Chart Design ⟶ Add Chart Element

❸ Choose **the color** of a graph/chart:

Toolbar ⟶ Chart Design ⟶ Format

❹ Choose **the type** of a graph/chart: Toolbar

Toolbar ⟶ Chart Design ⟶ Change Chart Type

❺ Choose **the layout** of a graph/chart:

Toolbar ⟶ Chart Design ⟶ Quick Layout

Digital information-handling skills

- Research information
- Collect information
- Classify information
- Process information





- To research, first, define a research question. Then, use the internet or offline sources.
- You can collect data using Word or Excel (for numeric data), and pen and paper.
- Excel graphs are one example of how you can classify and provide a visual representation of data.
- Once you have researched, collected, and classified your information, you want to process it to get results.



Lesson 6



- Use one or two colors, or bold a text to emphasize specific information.
- Use WordArt to make the text have more impact
- In PowerPoint, you can use different background colors.
- Also you can insert photographs, shapes, charts, audio, and video
- You can use Movie Maker to make a film from a selection of still images.

Lesson 7

- Storyboard: It is a chart that shows a sequence of content that forms a plan or outline of your presentation.
- Storyboard helps you to:
  1. Organize and plan your ideas.
  2. Pre-visualize the results of a presentation.
- To see an overview of your presentation, go to View ⟶ Slide Sorter.



The 10-20-30 Rule of Microsoft PowerPoint

- 10: Number of slides up to ten
- 20: The time of presentation no longer than 20 minutes
- 30: The font size no smaller than 30



Lesson 8

Creating a Web Page

- You can create your story through:

  1. Website-building program 
  2. Microsoft Word 

- In MS Word, to save a file as a web page:

  File ⟶ Save As ⟶ Web Page

- HTML (Hypertext Markup Language): It is the language that will be displayed on a web browser.
- Headings should have a larger font size than the rest of the text.
- Subheadings break up the information; they have a smaller font size than headings.
- Text size should be suitable and smaller than subheadings.
- Use simple fonts so your message is not hard to read.
- PowerPoint and web pages can include audio and video.



1 Choose the correct answer:

1. 📖 To solve the problem of the screen freezing, click ....
   a. F5 + Enter b. Del + F1
   c. Del + Alt + F7 d. Crtl + Alt + Del
2. To save your document as a web page, select Save As from the .... menu.
   a. View b. File c. Design d. Home
3. The .... tab contains the AutoSum function.
   a. Layout b. Design c. Home d. Formula
4. 📖 Computers understand data through .... electrical signals.
   a. Mono 1 b. Binary 2 c. Trilogy 3 d. Quad 4
5. You can save the images you create and insert them into your document using ....
   a. interviews b. emails c. Paint d. Facebook
6. To run the programs more efficiently, they must be ....
   a. uploaded b. updated c. deleted d. all of them
7. Information can be collected using.......................... .
   a. Photoshop b. Excel c. Paint d. none of them
8. In Android, to check for updates, go to.........................., then System Update.
   a. System b. Search Box
   c. Task bar d. File

2 Put (✓) or (✗):

1. Paint program is used to edit and save images. (   )
2. Before starting a project, it is not necessary for group members to understand their roles in the project. (   )



3. 🕮 When you download a file for a specific program, this file appears to you in the Downloads folder. ( )
4. You can`t attach a document to your email. ( )
5. Excel is used to collect numerical data. ( )
6. Microsoft Word is one of the useful programs for the implementation of a project. ( )
7. Determining the final product of your project is the last step to start your project. ( )

Model Exam 2

1 Choose the correct answer:

1. 🕮 Use the .... search engine to search for information.
   a. Google b. Home c. Paint d. PowerPoint
2. Your group can edit the same Word document from anywhere by setting up ....
   a. online shopping b. online editing
   c. online search d. online lessons
3. .... is a chart that shows a specific content sequence in the form of a chart.
   a. Storyboard b. Playlist c. Playback tool d. Menu Bar
4. 🕮 To edit a document in a Word file, you must ....
   a. paste the document b. select the document
   c. copy the document d. delete the document
5. In Excel program, the formula (= A3 / B5) is used in ....
   a. addition b. multiplication
   c. comparison d. division
6. If you download a software program, you can find the program in the .... folder.
   a. Installed b. Favorites c. Pictures d. Downloads

7 Subheadings have a font size .... the size of the main headings.
a. bigger than
b. smaller than
c. the same as
d. none of them

8 You can use the "Alt + Ctrl + Del" buttons to solve the problem of the screen freezing on .... devices.
a. Windows
b. Android
c. iPhone
d. Linux

2 Put (✓) or (✗):

1 📖 The internet enables you to download programs and applications from official application stores. ( )

2 📖 Computers use binary systems to store data. ( )

3 Be sure to answer any questions the group members may have. ( )

4 All software updates require a restart. ( )

5 The binary system is an example of software program that can be downloaded. ( )

6 The font size within the presentation should be appropriate and easy to read. ( )

7 Use "Change Chart Type" to choose the type of the graph. ( )

Model Exam 3

1 Choose the correct answer:

1 .... are considered good ways to share data, especially numbers.
a. Graphs
b. Charts
c. Texts
d. a and b

2 The result of the equation (= A3 + B3) will be .... in case of A3 = 5 and B3 = 3.
a. 2
b. 8
c. 15
d. 2.5

3 It is better not to exceed .... minutes for a presentation.
a. 10
b. 20
c. 30
d. 40



4. 📖 .... helps you to send your work to your teacher and colleagues within the group.
   a. Email b. YouTube c. Paint d. Word
5. You can put important text in .... font to make key information stand out.
   a. bold b. save c. hold d. file
6. .... is the hypertext markup language.
   a. Java b. HTML c. SQL d. Python
7. 📖 .... program is used to make a film from a selection of still images.
   a. Word b. Paint c. Excel d. Movie Maker
8. Paint program is used to .... images.
   a. create b. edit c. delete d. a and b

2 Put (✓) or (✗):

1. 📖 Computers do not understood numbers in binary systems. ( )
2. You can use email to save the images you create and insert them into your document. ( )
3. Hypertext markup language (HTML) helps you to design a web page. ( )
4. Emails help you send your work to your teacher and group colleagues. ( )
5. 📖 The software on the computers must be constantly updated to work efficiently. ( )
6. A screen freeze is one of the common problems when using a PC only. ( )
7. It is better to add audio content to enhance the text and image in the presentation. ( )





1 Choose the correct answer:

1. 📖 In PowerPoint, you can add .... to a slide.
   a. sounds b. shapes c. videos d. all of them
2. To solve the problem of the screen freezing on Android devices, hold down the power button for 30 ....
   a. hours b. minutes c. seconds d. a and b
3. Most software programs, like ...., are downloaded from the internet.
   a. MS Office b. EKB c. a and b d. none of them
4. 📖 .... program is used to create tables and graphs.
   a. MS Word b. MS Excel c. MS PowerPoint d. WhatsApp
5. Before opening any email attachment, you should make sure that it is ....
   a. a virus b. safe c. dangerous d. spam
6. To add numbers you, must first ....
   a. select all cells that contain numbers
   b. select the first cell containing numbers
   c. select the last cell containing numbers
   d. none of them
7. It's recommended to download software from .... sources.
   a. unreliable b. untrusted c. reliable d. unknown
8. You can create your web page using ....
   a. WordPress b. MS Word c. HTML d. all of them

2 Put (✓) or (✗):

1. 📖 It is not available to edit a Word document online. (   )
2. The storyboard helps you to organize your ideas in the right sequence within your presentation. (   )

3. The Paint program helps you classify and process information. (   )
4. 📖 The binary system uses 0 and 1 to express numbers on computers. (   )
5. PowerPoint allows adding effects to the slides. (   )
6. The presentation should contain a huge amount of information. (   )
7. Before you start a project, assign roles to your team. (   )

Model Exam 5

1 Choose the correct answer:

1. 📖 To add titles or labels to a graph, you can choose .... from the toolbar.
   a. Add Chart Element b. Format
   c. Change Chart Type d. Formula
2. You can insert .... to make the text have even more impact.
   a. Save b. WordArt c. PaintArt d. Art
3. To install a software in Android devices, go to ....
   a. Google Chrome b. Google Play Store
   c. Windows d. none of them
4. .... program is used to write documents.
   a. Paint b. Word c. Mouse d. None of them
5. In the computer binary system, the value 1 means ....
   a. on b. off c. stop d. skip
6. .... are tools you may need for a group project.
   a. Microsoft Word b. Microsoft Paint
   c. Email d. All the previous
7. The font used in a PowerPoint presentation should be no smaller than .... point size.
   a. 10 b. 20 c. 30 d. 40





8 When sending an email, you can include .... in your message.

a. documents
b. images
c. a and b
d. none of them

2 Put (✓) or (✗):

1 Microsoft Word is one of the Microsoft Office 365 programs. ( )

2 Before starting your project, discuss the tools you need. ( )

3 You can use "Task Manager" to shut down non-responding programs. ( )

4 The number of slides in a presentation should be more than 10 slides. ( )

5 📖 Microsoft Word allows multiple users around the world to edit the same document online. ( )

6 AutoSum is used to divide cell values automatically in Excel. ( )

7 Graphs and charts are good ways to share data. ( )



Answers

Model Exam 1

1

1 d	2 b	3 c	4 b
5 c	6 b	7 b	8 a

2

1 ✓	2 ✗	3 ✓	4 ✗
5 ✓	6 ✓	7 ✗	

Model Exam 2

1

1 a	2 b	3 a	4 b
5 d	6 d	7 b	8 a

2

1 ✓	2 ✓	3 ✓	4 ✗
5 ✗	6 ✓	7 ✓	

Model Exam 3

1

1 d	2 b	3 b	4 a
5 a	6 b	7 d	8 d

2

1 ✗	2 ✗	3 ✓	4 ✓
5 ✓	6 ✗	7 ✓	

Model Exam 4

1

1 d	2 c	3 a	4 b
5 b	6 a	7 c	8 d

2

1 ✗	2 ✓	3 ✗	4 ✓
5 ✓	6 ✗	7 ✓	

Model Exam 5

1

1 a	2 b	3 b	4 b
5 a	6 d	7 c	8 c

2

1 ✓	2 ✓	3 ✓	4 ✗
5 ✓	6 ✗	7 ✓	

المراجعة رقم (3)

اختبار شهر مارس





Theme 4: Lesson2 Questions : How digital devices work

First: Put the word (true) or the word (false):

1- To Troubleshoot screen freezes in the Android system, press the Alt + Shift + del buttons. ( )

2- To solve the problem of the screen stopping responding in the Windows system, press and hold the Ctrl+Alt+Del buttons. ( )

3- To solve the problem of the screen stopping on Android devices, press Ctrl + Alt + Del. ( )

4- Most programs, including versions of Microsoft and the Chrome browser, can be downloaded from the Internet. ( )

5- To solve the problem of the screen stopping responding on Android devices, press the power button for 30 seconds. ( )

6- You cannot install a program on a Windows computer. ( )

7- A common problem when using a computer is that the screen freezes. ( )

8- Updates for most programs are installed automatically. ( )

9- Computers use the binary number system to store data more efficiently. ( )

10- Some of the programs you can download from the Internet include versions of Microsoft Office. ( )

11- The binary number system is based on the values 1 and 2. ( )

12- The ability to download programs is not available on Android devices. ( )

13- It is preferable not to update the programs installed on your device regularly. ( )

14- The Internet enables you to download programs and applications from official application stores. ( )

15- Computers use Decimal systems to store data. ( )

16- Computers use binary systems to store data. ( )

17- When you download a file for a specific program, this file appears to you in the Download folder. ( )

18- Computers do not understood Numbers in binary systems. ( )

19- The software on the computers must be constantly updated to work efficiently. ( )

20- The binary system uses 0,1 to express numbers on computers. ( )

Second: Choose the correct answer from the following:

1- The computer tells you .... to restart it again

a- Picture b- Message c- Video d- all of above

2- Programs must be programmed regularly to help them work efficiently.

a- Install b- Update c- Delete d- all of above

3- The application store uses Google Play Store to download programs on devices running the operating system.

a- Windows b- Mac c- Android d- Linux

4- Computers use the.... system represented by the two values 1.0" to express numbers.

a- Decimal b- Octal c- Binary d- ternary

5- It may require some major updates to computers..................

a- Delete updates b- Shut down the computer

c- Restart the computer d- all of above

6- To increase the efficiency of software, it must..................

a- Install it. b- Update it. c- Encrypt it. d- all of above

7- It is used to send, receive, and save information on digital devices.

a- binary b- decimal c- octal d- ternary

8- Computers understand data through binary .... signals.

A. Optical B. Sound C. Electric D. Magnetic

9- Programs must be .... regularly to help them run efficiently.

A. Install B. Update C. Delete D. Paste

10- To solve the problem of a Windows computer's screen not responding, press

A. Shift+Alt+Del B. Esc+Alt+Del C. Ctrl+Alt+Del D. Enter+Del+Esc

11- The binary system uses the two values .... to represent numbers.

A. 0.1 B. 1.5 C. 1.11 D. 0.0

12- Computers use the .... number system to store data.

A. Binary B. Decimal C. Octal D. Quaternary

13- To solve the problem of the screen freezing, click ....

A. F5+Enter B. Del+F1 C. Del+Alt+F7 D. Crtl+Alt+Del

14- Computers understand data through .... electrical signals.

A. Mono 1 B. Binary 0,1 C. Trilogy 3. D. Quad 4.

Theme 4: Lesson4 Questions: Determining the needs for a digital project

First: Put the word (true) or the word (false):

1- The word processing program does not allow multiple users around the world to edit the same document. (   )
2- It is not necessary to plan your research project. (   )
3- Programs such as Paint are used to create websites. (   )
4- You can attach a document or image via email. (   )
5- The Word App does not allow multiple users around the world to edit the same document. (   )
6- Digital tools can be used to create a research project. (   )
7- You can save the images you create and insert them into a document using Paint. (   )
8- One of the digital tools used to create a digital project is a word processor. (   )
9- Paint program is used when working on various projects. (   )
10- Microsoft Word allows multiple users around the world to edit the same document online. (   )
11- Paint program is used to edit and save images. (   )
12- Microsoft Word is one of the useful programs for the implementation of a project. (   )
13- Before starting a project, it is not necessary for group members to understand their roles in the project. (   )
14- Email helps you send your work to your teacher and group colleagues. (   )

Second: Choose the correct answer from the following:

1- ……………. used to save the images that you create and then insert in apps.

a- Microsoft Paint b- Zoom c- Email d- Excel

2- Information can be shared and delivered through...

a- Email b- Registered c- Documents d- video call

3- One of the main elements for completing the project is …………….. .

a- Images b- Text c- data d- All of the above

4- ……….. application allows multiple users around the world to edit the same document via an Internet connection.

a- Paint b- Word c- Excel d- chrome

5- You can send the work to members of your group using …………………….

a- PowerPoint b- Email c- Paint d- Excel

6- The final product of the project could be ....

a- presentation b- A poster c- A Film c- All of the above

7- Microsoft's .... program is a useful program for implementing projects.

A- Word B- Zoom C- WhatsApp D- Facebook

8- Important things to consider when preparing a group project ....

A- Limiting the project to one person B- Assigning roles

C- Working without planning D- Working randomly

9- To edit a document on a Word file, you must..............................

A. Paste document. B. Select document.

C. Copy document. D. Delete document

10- …………… helps you to send your work to your teacher and colleagues within the group.

A. Email. B. YouTube.

C. Paint. D. Word.

****

Theme 4: Lesson 5 Questions :Gathering data and presenting information

First: Put the word (true) or the word (false):

1- The AutoSum command is used to add numbers in Excel. ( )

2- When researching a topic ,first define a research question. ( )

3- Excel graph are one example of how you can classify and provide a visual representation of data drawn in the form of a graph. ( )

4- Excel spreadsheet program is used to prepare graphs. ( )

5- Axis titles cannot be added in Excel. ( )

6- Using Excel, you can add up a group of cells. ( )

7- Graphs and charts are a good way to share data. ( )

8- Using Excel, you can perform a calculation on a group of cells. ( )

Second: Choose the correct answer from the following:

1- To choose the color of the graph or chart, we select the command.................. from the toolbar

a- Format b- Add chart element c- Quick layouts D- Change chart type

2- In Excel, to choose the type of chart, we use ....

a- Quick charts b- Chang chart type c- Format d- Add chart element

3- To create an equation in Excel, you must write the symbol .... at the beginning of the equation.

a- (/) b- (+) c- (-) d- (=)

4- To multiply values inside cells in Excel, we use ... .

A- (+) B- (-) C- (*) D- (?)

5- .... is a command used for addition in Excel.

A- AutoSum B- Home C- Count D- WhatsApp

6- You can use the Excel spreadsheet program ....

A- To prepare reports B- To prepare spreadsheets

C- To prepare a presentation D- To design games

7- To divide values inside cells in Excel, we use ....

A- (/) B- (-) C- (+) D- (*)

8- You can use the word program ....

A- To prepare reports B- To prepare spreadsheets

C- To prepare a presentation D- To design games

9- Use .... search engine on search.

A. Google. B. Home. C. Paint. D. Power Point.

****

Theme 4: Lesson 6 questions : Presenting information in an appealing way

First: Put the word (true) or the word (false):

1- You must consider the intellectual property rights of others when using image files, video clips, and audio files. ( )

2- WordArt does not help increase the impact of written text. ( )

3- Digital tools can be used to display information in an attractive way. ( )

4- When you insert an image into your presentation, it must be unrelated to the topic. ( )

5- To highlight key information within a Word file, use bold text. ( )

6- You can use different background colors in your presentation software. ( )

7- Power Point presentation program allows adding effects to slides. ( )

8- The Paint program helps you classify and process information. ( )

9- It is better to add audio content to enhance the text and image on the presentation. ( )

Second: Choose the correct answer from the following:

1- The .... program is used to write documents

a- Excel b- Paint c- Word d- power point

2- Presenting information in an attractive way. We use the .... program.

a- Power Point b- Paint c- Games d- chrome

3- You can explain a lesson in an attractive way using media through a program.

a- Word b- Paint c- power point d-Excel.

4- The .... program is used to prepare a presentation.

a- Power Point b- Excel c- Word d- paint

5- In the presentation program and drawing the attention of the audience, we use ....

a- Charts b- Bold font c- Photos d- video

6- …………… program is used to make a film from a selection of still images.

A. Word. B. Paint. C. Excel. D. Movie Maker.

Theme 4: Lesson 7 Questions : Producing an effective presentation

First: Put the word (true) or the word (false):

1- Storyboards allow you to plan your ideas and visualize presentation results in advance.( )
2- You can use regular font to highlight key information. ( )
3- The duration of the slide presentation must exceed one hour. ( )
4- It is preferable that the number of slides within the presentation does not exceed (10) slides. ( )
5- The presentation mustn't provide a huge amount of information. ( )
6- The presentation should not take too long. ( )
7- The storyboard helps you to organize your ideas in the right sequence within your presentation. ( )
8- The presentation should contain a huge amount of information. ( )
9- The font size within the presentation should be appropriate and easy to read. ( )

Second: Choose the correct answer from the following:

1- You can plan your ideas and visualize the results in advance by ....

a- Storyboards b- Video c- Websites D- AUDIO

2- In the 10-20-30 rule of presentation software, do not exceed the number of slides

a- 10 slides. b- 20 slides . c- 30 slides d- None of the above.

3- You can use the Power Point presentation program to prepare ....

a- report b- graphs c- presentation d- video

4- The appropriate font size when preparing a presentation is ....

a- 25 b- 30 c- 15 d- 10

5- The font size of the presentation should be the same

a- Dark b- Difficult c- Appropriate d- small

6- The 30:20:10 rule in presentation software means ....

a- 10 slides maximum b- 20 minutes minimum presentation duration

c- 20 maximum font size d- all of above

7- The duration of the presentation in the PowerPoint presentation program must not exceed one minute.

a-10 b- 20 c- 50 d- 30

8- When inserting images into a presentation, they should be ..... to the topic.

A. Unrelated B. Appropriate C. Inappropriate D. Huge.

9- A diagram showing the sequence of specific content in the form of a chart or outline for your presentation.

A. Storyboard B. Presentation C. Video D. Audio File

10- A storyboard helps you deliver a .... presentation.

A. Organized B. Conceptual C. Sequential D. All of the above

11- . is a chart that shows a specific content sequence in the form of a chart.

A. Storyboard. B. Playlists. C. Playback Tools. D. Menu Bar

****

Theme 4: Lesson 8 Questions : Web design principles

First: Put the word (true) or the word (false):

1- It is important to use visual and audio elements to enhance your presentation. ( )
2- Word can be used to create a web page. ( )
3- The Headings on the web page must be written in a larger font to distinguish it from the rest of the text. ( )
4- Sub-headings are written in a larger font than the headings. ( )
5- You can save the Word file as a web page by selecting web page while saving. ( )
6- HTML is considered a hypertext markup language. ( )
7- Hypertext markup language (HTML) helps you to design a web page. ( )
8- HTML is an abbreviation for Hyper Text Markup Language. ( )

Second: Choose the correct answer from the following:

1- Word app is used to .... documents.

a- Sending b- Coloring. c- Writing. d- Classification.

2- It is used to create a website...................

A- Word Press b- Word c- Both D- NONE

3- The largest font size used on a web page is ....

a- Subheadings b- headings c- Paragraph d- all of above

4- .... is the markup language that will be displayed on the internet browser.

A- Php B- Java C- HTML C- CSS

5- ………………. is the hypertext markup language.

A. Java. B. HTML. C. SQL D. Python.

Theme 4: Lesson2 Questions : How digital devices work

First: Put the word (true) or the word (false):

1- To Troubleshoot screen freezes in the Android system, press the Alt + Shift + del buttons. (F)
2- To solve the problem of the screen stopping responding in the Windows system, press and hold the Ctrl+Alt+Del buttons. (T)
3- To solve the problem of the screen stopping on Android devices, press Ctrl + Alt + Del. (T)
4- Most programs, including versions of Microsoft and the Chrome browser, can be downloaded from the Internet. (T)
5- To solve the problem of the screen stopping responding on Android devices, press the power button for 30 seconds. (T)
6- You cannot install a program on a Windows computer. (F)
7- A common problem when using a computer is that the screen freezes. (T)
8- Updates for most programs are installed automatically. (T)
9- Computers use the binary number system to store data more efficiently. (T)
10- Some of the programs you can download from the Internet include versions of Microsoft Office. (T)
11- The binary number system is based on the values 1 and 2. (F)
12- The ability to download programs is not available on Android devices. (F)
13- It is preferable not to update the programs installed on your device regularly. (T)
14- The Internet enables you to download programs and applications from official application stores. (T)
15- Computers use Decimal systems to store data. (F)
16- Computers use binary systems to store data. (T)
17- When you download a file for a specific program, this file appears to you in the Download folder. (T)
18- Computers do not understood Numbers in binary systems. (F)
19- The software on the computers must be constantly updated to work efficiently. (T)
20- The binary system uses 0,1 to express numbers on computers. (T)

Second: Choose the correct answer from the following:

1- The computer tells you .... to restart it again

a- Picture b- Message c- Video d- all of above

2- Programs must be programmed regularly to help them work efficiently.

a- Install b- Update c- Delete d- all of above

3- The application store uses Google Play Store to download programs on devices running the operating system.

a- Windows b- Mac c- Android d- Linux

4- Computers use the.... system represented by the two values 1.0" to express numbers.

a- Decimal b- Octal c- Binary d- ternary

5- It may require some major updates to computers..................

a- Delete updates b- Shut down the computer

c- Restart the computer d- all of above

6- To increase the efficiency of software, it must..................

a- Install it. b- Update it. c- Encrypt it. d- all of above

7- It is used to send, receive, and save information on digital devices.

a- binary b- decimal c- octal d- ternary

8- Computers understand data through binary .... signals.

A. Optical B. Sound C. Electric D. Magnetic

9- Programs must be .... regularly to help them run efficiently.

A. Install B. Update C. Delete D. Paste

10- To solve the problem of a Windows computer's screen not responding, press

A. Shift+Alt+Del B. Esc+Alt+Del C. Ctrl+Alt+Del D. Enter+Del+Esc

11- The binary system uses the two values .... to represent numbers.

A. 0.1 B. 1.5 C. 1.11 D. 0.0

12- Computers use the .... number system to store data.

A. Binary B. Decimal C. Octal D. Quaternary

13- To solve the problem of the screen freezing, click ....

A. F5+Enter B. Del+F1 C. Del+Alt+F7 D. Crtl+Alt+Del

14- Computers understand data through .... electrical signals.

A. Mono 1 B. Binary 0,1 C. Trilogy 3. D. Quad 4.

Theme 4: Lesson4 Questions: Determining the needs for a digital project

First: Put the word (true) or the word (false):

1- The word processing program does not allow multiple users around the world to edit the same document. (F)

2- It is not necessary to plan your research project. (F)

3- Programs such as Paint are used to create websites. (F)

4- You can attach a document or image via email. (T)

5- The Word App does not allow multiple users around the world to edit the same document. (F)

6- Digital tools can be used to create a research project. (T)

7- You can save the images you create and insert them into a document using Paint. (T)

8- One of the digital tools used to create a digital project is a word processor. (T)

9- Paint program is used when working on various projects. (T)

10- Microsoft Word allows multiple users around the world to edit the same document online. (T)

11- Paint program is used to edit and save images. (T)

12- Microsoft Word is one of the useful programs for the implementation of a project. (T)

13- Before starting a project, it is not necessary for group members to understand their roles in the project. (F)

14- Email helps you send your work to your teacher and group colleagues. (T)

Second: Choose the correct answer from the following:

1- .... used to save the images that you create and then insert in apps.

a- <u>Microsoft Paint</u> b- Zoom c- Email d- Excel

2- Information can be shared and delivered through...

a- <u>Email</u> b- Registered c- Documents d- video call

3- One of the main elements for completing the project is ....

a- Images b- Text c- data d- <u>All of the above</u>

4- .... application allows multiple users around the world to edit the same document via an Internet connection.

a- Paint b- <u>Word</u> c- Excel d- chrome

5- You can send the work to members of your group using ....

a- PowerPoint b- Email c- Paint d- Excel

6- The final product of the project could be ....

a- presentation b- A poster c- A Film c- All of the above

7- Microsoft's .... program is a useful program for implementing projects.

A- Word B- Zoom C- WhatsApp D- Facebook

8- Important things to consider when preparing a group project ....

A- Limiting the project to one person B- Assigning roles

C- Working without planning D- Working randomly

9- To edit a document on a Word file, you must..............................

A. Paste document. B. Select document.

C. Copy document. D. Delete document

10- ………….. helps you to send your work to your teacher and colleagues within the group.

A. Email. B. YouTube.

C. Paint. D. Word.

****

Theme 4: Lesson 5 Questions :Gathering data and presenting information

First: Put the word (true) or the word (false):

1- The AutoSum command is used to add numbers in Excel. (T)

2- When researching a topic ,first define a research question. (T)

3- Excel graph are one example of how you can classify and provide a visual representation of data drawn in the form of a graph. (T)

4- Excel spreadsheet program is used to prepare graphs. (T)

5- Axis titles cannot be added in Excel. (F)

6- Using Excel, you can add up a group of cells. (T)

7- Graphs and charts are a good way to share data. (T)

8- Using Excel, you can perform a calculation on a group of cells. (T)

Second: Choose the correct answer from the following:

1- To choose the color of the graph or chart, we select the command.................. from the toolbar

a- Format b- Add chart element c- Quick layouts D- Change chart type

2- In Excel, to choose the type of chart, we use ....

a- Quick charts b- Chang chart type c- Format d- Add chart element

3- To create an equation in Excel, you must write the symbol .... at the beginning of the equation.

a- (/) b- (+) c- (-) d- (=)

4- To multiply values inside cells in Excel, we use ... .

A- (+) B- (-) C- (*) D- (?)

5- .... is a command used for addition in Excel.

A- AutoSum B- Home C- Count D- WhatsApp

6- You can use the Excel spreadsheet program ....

A- To prepare reports B- To prepare spreadsheets

C- To prepare a presentation D- To design games

7- To divide values inside cells in Excel, we use ....

A- (/) B- (-) C- (+) D- (*)

8- You can use the word program ....

A- To prepare reports B- To prepare spreadsheets

C- To prepare a presentation D- To design games

9- Use .... search engine on search.

A. Google. B. Home. C. Paint. D. Power Point.

****

Theme 4: Lesson 6 questions : Presenting information in an appealing way

First: Put the word (true) or the word (false):

1- You must consider the intellectual property rights of others when using image files, video clips, and audio files. (T)

2- WordArt does not help increase the impact of written text. (F)

3- Digital tools can be used to display information in an attractive way. (T)

4- When you insert an image into your presentation, it must be unrelated to the topic. (F)

5- To highlight key information within a Word file, use bold text. (T)

6- You can use different background colors in your presentation software. (T)

7- Power Point presentation program allows adding effects to slides. (T)

8- The Paint program helps you classify and process information. (F)

9- It is better to add audio content to enhance the text and image on the presentation. (T)

Second: Choose the correct answer from the following:

1- The .... program is used to write documents

a- Excel b- Paint c- Word d- power point

2- Presenting information in an attractive way. We use the .... program.

a- Power Point b- Paint c- Games d- chrome

3- You can explain a lesson in an attractive way using media through a program.

a- Word b- Paint c- power point d-Excel.

4- The .... program is used to prepare a presentation.

a- Power Point b- Excel c- Word d- paint

5- In the presentation program and drawing the attention of the audience, we use ....

a- Charts b- Bold font c- Photos d- video

6- …………… program is used to make a film from a selection of still images.

A. Word. B. Paint. C. Excel. D. Movie Maker.

Theme 4: Lesson 7 Questions : Producing an effective presentation

First: Put the word (true) or the word (false):

1- Storyboards allow you to plan your ideas and visualize presentation results in advance.(T)
2- You can use regular font to highlight key information. (F)
3- The duration of the slide presentation must exceed one hour. (F)
4- It is preferable that the number of slides within the presentation does not exceed (10) slides. (T)
5- The presentation mustn't provide a huge amount of information. (T)
6- The presentation should not take too long. (T)
7- The storyboard helps you to organize your ideas in the right sequence within your presentation. (T)
8- The presentation should contain a huge amount of information. (F)
9- The font size within the presentation should be appropriate and easy to read. (T)

Second: Choose the correct answer from the following:

1- You can plan your ideas and visualize the results in advance by ....

a- Storyboards b- Video c- Websites D- AUDIO

2- In the 10-20-30 rule of presentation software, do not exceed the number of slides

a- 10 slides. b- 20 slides . c- 30 slides d- None of the above.

3- You can use the Power Point presentation program to prepare ....

a- report b- graphs c- presentation d- video

4- The appropriate font size when preparing a presentation is ....

a- 25 b- 30 c- 15 d- 10

5- The font size of the presentation should be the same

a- Dark b- Difficult c- Appropriate d- small

6- The 30:20:10 rule in presentation software means ....

a- 10 slides maximum b- 20 minutes minimum presentation duration

c- 20 maximum font size d- all of above

7- The duration of the presentation in the PowerPoint presentation program must not exceed one minute.

a-10 b- 20 c- 50 d- 30

8- When inserting images into a presentation, they should be ..... to the topic.



A. Unrelated B. Appropriate C. Inappropriate D. Huge.

9- A diagram showing the sequence of specific content in the form of a chart or outline for your presentation.

A. Storyboard B. Presentation C. Video D. Audio File

10- A storyboard helps you deliver a .... presentation.

A. Organized B. Conceptual C. Sequential D. All of the above

11- . is a chart that shows a specific content sequence in the form of a chart.

A. Storyboard. B. Playlists. C. Playback Tools. D. Menu Bar

****

Theme 4: Lesson 8 Questions : Web design principles

First: Put the word (true) or the word (false):

1- It is important to use visual and audio elements to enhance your presentation. (T)
2- Word can be used to create a web page. (T)
3- The Headings on the web page must be written in a larger font to distinguish it from the rest of the text. (T)
4- Sub-headings are written in a larger font than the headings. (F)
5- You can save the Word file as a web page by selecting web page while saving. (T)
6- HTML is considered a hypertext markup language. (T)
7- Hypertext markup language (HTML) helps you to design a web page. (T)
8- HTML is an abbreviation for Hyper Text Markup Language. (T)

Second: Choose the correct answer from the following:

1- Word app is used to .... documents.

a- Sending b- Coloring. c- Writing. d- Classification.

2- It is used to create a website...................

A- Word Press b- Word c- Both D- NONE

3- The largest font size used on a web page is ....

a- Subheadings b- headings c- Paragraph d- all of above

4- .... is the markup language that will be displayed on the internet browser.

A- Php B- Java C- HTML C- CSS

5- ……………………. is the hypertext markup language.

A. Java B. HTML. C. SQL D. Python.

المراجعة رقم (4)

اختبار شهر مارس







March Revision

(1) Choose the right answers:

Mr. Ahmed ElBasha

1. A .... is a resource to find copyright-free information.

a. creative commons search
b. online libraries
c. Google Chrome
d. office apps

2. Online libraries such as .... have secure, verified information.

a. Alexandria Library
b. EKB
c. both (a) and (b)
d. none of them

3. Google or Bing are very useful ....

a. online libraries
b. Specialized Search Engines
c. online museums
d. all of them

4. .... are used to define accurate direction.

a. Online museum
b. Online libraries
c. Dictionaries
d. Google Maps

5. The synchronous communication digital tools such as ....

a. video chats
b. instant chat rooms
c. live television shows
d. all of them

6. .... is real-time communication between people.

a. Synchronous communication
b. Asynchronous communication
c. Email
d. None of them

7. When communicating online, your friend may have misunderstanding, so your message must be ....

a. secret
b. clear
c. unreliable
d. complicated

8. One form of the synchronous communication is ....

a. text messages
b. recorded videos
c. live television shows
d. emails

9. One of the asynchronous communication digital tools is ....

a. video chats
b. instant chat rooms
c. recorded videos
d. all of them

10. The E-mail , voice and text messages are the tool of ....

a. synchronous communication
b. asynchronous communication
c. real communication
d. none of them

11. If you don't use official stores, only download software from .... sources.

a. reliable b. useless c. harmful d. none of them

12. When downloading file from the internet, you will find it in ....

a. Recycle bin b. Pictures folder
c. Trash window d. Downloads folder

13. It's recommended to download software from ....

a. unreliable sources b. untrusted sources
c. reliable sources d. unknown sources

14. Computers only understand information represented by ....

a. 1 b. 0 c. both a & b d. none of them

15. Updates help programs run more ....

a. efficiently b. slowly c. delete d. start

16. To solve the problem of screen freezing in Android device, hold down the .... for 30 seconds and restart.

a. printer b. power button c. mouse d. keyboard

17. .... help programs to run more efficiently.

a. Installs b. Updates c. Removes d. Scans

18. The .... system is called the base ten system.

a. decimal b. binary c. octal d. even

19. The .... has ten unique numerals (0-9).

a. decimal system b. binary system
c. hex decimal system d. octal system

20. .... is used to send and receive messages via the internet.

a. Microsoft Word b. E-mail
c. Microsoft PowerPoint d. E-commerce

21. Dr. Ponce de Leon uses .... to collect data to plan.

a. technology b. papers
c. electric machines d. none of them

22. You can use .... to send your work to other group members or to your teacher.

a. Paint program b. YouTube c. E-mail d. Excel

23. The formula begins with .... sign.

a. + b. = c. - d. *

24. You can use .... program to create tables and graphs.

a. Excel b. Paint c. Google play d. Zoom

25. .... is one of the apps of Microsoft Office and it's used to create presentations.

a. Microsoft Word b. Microsoft Paint
c. Microsoft Excel d. Microsoft PowerPoint

26. In PowerPoint program, you can add .... to the slide.

a. sound b. shapes c. video d. all of them

27. Humans use the .... system to communicate using numbers.

a. binary b. decimal c. octal d. fraction

28. The .... system is called the base-two system.

a. binary b. decimal c. octal d. primary

29. .... are used to define accurate direction.

a. Online museum b. Online libraries c. Google Maps

30. The synchronous communication digital tools such as ....

a. video chats b. instant chat rooms
c. live television shows d. all of them

31. One form of the synchronous communication is ....

a. text messages b. recorded videos c. live television shows

32. From recommendation of communicating with other via internet ....

a. be polite b. be helpful c. be clear d. all of them

33. .... is an example of specialized search engines.

a. Bing b. Excel c. PowerPoint d. Word

34. If you don't use official stores, only download software from .... sources.

a. reliable b. unreliable c. harmful d. dangerous

35. To run the programs more efficiently, they must be ....

a. deleted b. uploaded c. updated d. all of them

36. To solve the problem of screen freezes, you can use the .... buttons.

a. Alt+ Tab+Del b. Alt+Ctrl+Del c. Alt+Ctrl+ Tab d. none of them

37. In the computer binary system, the value (1) means ....

a. on b. off c. stop d. skip

38. .... is/are real-time communication between people.

a. Synchronous b. Asynchronous c. Voice message d. Email

39. To send your work to other group members or to your teachers, use ....

a. Microsoft Word b. Paint c. email d. Excel

40. The decimal system has ten unique numerals ....

a. 0 - 1 b. 0 - 9 c. 0 - 10 d. 1 – 15

41. The .... system is called the base ten system.

a. decimal b. binary c. octal d. even

42. You can use the .... sign to add the values of cells in Excel.

a. + b. - c. = d. *

43. To create a formula, you can write ....

a. + b. - c. = d. AutoSum

44................ program is used to make slideshows.

a. MS Word b. MS Excel c. MS PowerPoint d. Paint

45. You can use .... to write a report.

a. MS Word b. MS Excel c. MS PowerPoint d. Facebook

46. In PowerPoint program, you can add .... to the slide.

a. sound b. shapes c. video d. all of them

✸(2) Put (√) or (X) :

1. Recorded videos are example of asynchronous communication. (   )
2. Be polite and be patient when communicating with others online. (   )
3. Part of being a good digital citizen is helping others. (   )
4. In windows operating system, some major updates require a restart. (   )
5. The binary system uses only the values 1 & 2. (   )
6. We should download software from unreliable sources. (   )
7. Press and hold the Ctrl + Del only to solve the screen freezes. (   )
8. Assigning roles is based on the interests of each group member. (   )
9. You cannot attach files to your message when creating new E-mail. (   )
10. Before starting your project, it's important to make a list of things needed to delivered the project on time. (   )
11. Asynchronous communication refers to communication between people, with everyone interacting at the same time using digital tools. (   )
12. E-mail, voice and text messages and recorded videos are examples of synchronous communication. (   )
13. You can't attach a document to your Email. (   )
14. It's important to plan your work before starting. (   )
15. Excel program is used to create presentations. (   )
16. After finishing the research , you can share the research results. (   )
17. You can't add shape to slides in PowerPoint program. (   )
18. The decimal system has five unique numerals (0-4). (   )
19. Humans use the binary system to communicate using numbers. (   )
20. We should download software from unreliable sources. (   )
21. Software programs often need to be updated. (   )
22. To start a formula, use the"+" symbol at the beginning of the equation. (   )
23. To add the values of the cells, use"+" sign. (   )
24. Excel program is used to create presentations (   )
25. It is recommended to update the software installed on your device regularly. (   )
26. "Screen freezes" is one of the common problems when using a PC. (   )

27. Some programs can be updated automatically.	( )
28. All online sources are safe to download programs.	( )
29. It is not necessary to plan for your project.	( )
30. You can use digital tools to collect data.	( )
31. You could use PowerPoint to create a presentations.	( )
32. You can't use Excel in gathering data and information.	( )
33. The decimal system is called the base-two system.	( )
34. Synchronous communication does not occur in real time.	( )
35. Always be sure your message is clear when communicating online.	( )
36. Asynchronous communication does not require an instant response.	( )
37. We can use technology to solve many problems.	( )
38. All online information is trusted.	( )
39. You should download software from reliable sources.	( )
40. You cannot insert an image into a Word document.	( )
41. To make a formula in Excel, type "=".	( )
42. It's important to plan your work before starting.	( )
43. You can't attach a document to your Email.	( )

✹(3) Complete the following sentences by using these words:

1. **(30 seconds – restart – Google Play – software)**

1. Microsoft office is a .... programs.
2. We can install apps from .... stores.
3. Some major updates require a ....
4. Hold down the power button for .... and restart to solve the problem of screen freezes.

2. **(presentation - Paint program - Word program - E-mail)**

1. .... is one of Microsoft Office 365 and it is used for writing.
2. We use .... to create and edit images.
3. The .... is used for sending and receiving messages.
4. .... can show important information in an appealing way.

3. **(email - Synchronous - Asynchronous - helpful)**

1. An .... is an example of asynchronous communication.
2. A part of being a good digital citizen is to be ....
3. .... communication is a real-time communication and needs an immediate response .
4. .... communication does not require an instant response.

4. **(Online maps - Online libraries – google - roles - Email)**

1. Search engines, such as .... are very useful to look for information online.
2. .... such as Alexandria Library and EKB, have secure and verified information.
3. .... provide clear and accurate directions to the required places.
4. Before starting a project, you have to assign .... to group members .
5. .... is used to send documents to project members.

5. **(decimal - binary - EKB - Excel - Microsoft Office 365)**

1. The .... system is called the base-ten system.
2. The .... system represents information by 1 sand 0 s.
3. MS Word is one of the programs included in ....
4. .... program is used to create a graph.
5. The .... is one of the online sources.

✸ (4) Choose from column (B) what suits it in column (A) :

1.

A	B
1. Excel	**a.** Written at beginning of the equation.
2. Word	**b.** For dealing with numerical data.
3. PowerPoint	**c.** For writing reports.
4. Equal sign	**d.** To make presentations.

1. **2.** **3.** **4.**

2.

A	B
1. E-mail	**a.** Useful when you need an immediate or quick response
2. Synchronous communication	**b.** From the tools of asynchronous communication.
3. Google Maps	**c.** They are wonderful reference sites that allow you to view museums digitally.
4. Online museums	**d.** It provide accurate for directions and are regularly updated.

1. **2.** **3.** **4.**

Model Answer

(1) Choose the right answers:

1. A	9. C	17. B	25. D	33. A	41. A
2. C	10. B	18. A	26. D	34. A	42. A
3. B	11. A	19. A	27. B	35. C	43. C
4. D	12. D	20. B	28. A	36. B	44. C
5. D	13. C	21. A	29. C	37. A	45. A
6. A	14. C	22. C	30. D	38. A	46. D
7. B	15. A	23. B	31. C	39. C	
8. C	16. B	24. A	32. D	40. B	

(2) Put (√) or (X) :

1. (√)	9. (X)	17. (X)	25. (√)	33. (X)	41. (√)
2. (√)	10. (√)	18. (X)	26. (√)	34. (X)	42. (√)
3. (√)	11. (X)	19. (X)	27. (√)	35. (√)	43. (X)
4. (√)	12. (X)	20. (X)	28. (X)	36. (√)	
5. (X)	13. (X)	21. (√)	29. (√)	37. (√)	
6. (X)	14. (√)	22. (X)	30. (√)	38. (X)	
7. (X)	15. (X)	23. (√)	31. (√)	39. (√)	
8. (√)	16. (√)	24. (X)	32. (X)	40. (X)	

(3) Complete the following sentences by using these words:

1	1. Software 2. Google Play 3. Restart 4. 30 seconds	2	1. Word program 2. Paint program 3. E-mail 4. presentation
3	1. email 2. helpful 3. Synchronous 4. Asynchronous	4	1. Google 2. Online libraries 3. Online maps 4. Roles 5. Email
5	1. Decimal 2. Binary 3. Microsoft Office 365 4. Excel 5. EKB		

(4) Choose from column (B) what suits it in column (A) :

1.

1. B **2.** C **3.** D **4.** A

2.

1. B **2.** A **3.** D **4.** C

المراجعة رقم (5)

اختبار شهر مارس





Q1 Choose the correct Answer.

1- Dr Diego ponce de Leon develops the use of technology to build data systems related to ....

a) Renewable energy
b) Fossil fuels
c) Debris

2- Thermostat is used in refrigerators to measure the ....

a) Temperature
b) Energy
c) Humanity

3- Dr de Leon used .... to monitor the appliances

a) Sensors
b) Energy
c) Computers

4- To solve the problem of screen freezes, you can use the ....

a) Alt+Tab+Del
b) Alt+Ctrl+Del
c) Alt+Ctrl+Tab

5- In computer binary system, number 1 means ....

a) On
b) Off
c) Pass





6- To turn your device off, press and hold down the .... button

a) Power
b) Enter
c) Shift

7- Humans use the .... system to communicate using numbers.

a) Binary
b) Decimal
c) Octal

8- The .... system is called the base two system.

a) Binary
b) Decimal
c) Octal

9- It is recommended to download software from ....

a) Unreliable sources
b) Untrusted sources
c) Reliable sources
d) Unknown sources

10- When downloading a file from the internet, you will find it in ....

a) Recycle bin
b) Picture folder
c) Trash window
d) Downloads folder

11- Microsoft word can be edited by numerous users in different locations if there is an available ....

a) Keyboard
b) Printer
c) Internet connection

12- You can use .... to send your work to your colleagues

a) Microsoft word
b) Paint
c) Email

13- You can use .... to save images you create and insert them into your document.

a) Microsoft word
b) Paint
c) Email

14- Explorer ponce de Leon understands the importance of ....

a) Saving
b) Planning
c) Copying
d) Managing

15- .... is an efficient program to use when working on projects and it is used for writing and formatting texts

a) Microsoft word
b) Microsoft paint
c) Email
d) All of them





16- You can use .... to add the values of cells in Excel

a) +
b) –
c) =

17- .... is the program used to handle numeric data

a) Word
b) Excel
c) PowerPoint

18- in ...., you can use different backgrounds

a) Web browsers
b) PowerPoint
c) Excel

19- you can insert .... to make text have even more impact in PowerPoint

a) Audio
b) Video
c) WordArt

20- .... allows you to plan your ideas and previsualize the results of a presentation

a) Word art
b) Storyboards
c) Storytelling





21- a PowerPoint presentation should not be longer than .... minutes

a) 10
b) 20
c) 30

22- .... is the language that will be displayed on a web browser

a) PHP
b) HTML
c) HMLT

23- Consider including .... image that reflects the main message of your web page

a) Smaller
b) Larger
c) Normal

24- subheadings have a .... font size than headings

a) Smaller
b) Larger
c) Normal





Question 2: Put true or False.

1- Raspberry pi 2B is a small, inexpensive computer ( )
2- Dr Diego used technology to increase energy waste ( )
3- We can store and move electricity from one place to another. ( )
4- Egypt uses data and information management systems. ( )
5- The electricity is used by air conditioner in the summer is less than in the winter (   )
6- It is recommended to update software programs on your computer. (   )
7- In android devices, to check for updates go to Facebook app then system update (   )
8- In windows operating system, some major updates require a start (   )
9- All online sources are safe to download programs (   )
10- The decimal system has a base number of (2) (   )
11- The binary numbers system is used to store data only on computer. (   )
12- You can't insert an image into a word document (   )
13- Assigning roles to the group member is crucial when starting a project. (   )
14- You cannot setup a word document to be edited by numerous users (   )
15- Assigning roles is based on the habits of each group member ( )
16- It is recommended to tell your group members that you are sending an attachment (   )





17- AutoSum is used to divide cell values automatically in excel ( )
18- When researching a topic, first define a research question ( )
19- The intellectual property rights of others are not important when using their photos and videos ( )
20- You can insert an audio to enhance a text in your slide show ( )
21- The 10-20-30 rule is used in MS Excel ( )
22- You can use alternatives to the normal black and white design of your presentation ( )
23- You can use Microsoft word to create a web page ( )
24- You can save a web page from edit menu ( )
25- Use simple fonts, so your message is hard to read ( )

Question 3: Advanced level

1-Convert the number 24 to binary numbers system.

2-Convert 11111 to decimal numbers system.





Q1 Choose the correct Answer.

1- Dr Diego ponce de Leon develops the use of technology to build data systems related to ....

a) Renewable energy
b) Fossil fuels
c) Debris

2- Thermostat is used in refrigerators to measure the ....

a) Temperature
b) Energy
c) Humanity

3- Dr de Leon used .... to monitor the appliances

a) Sensors
b) Energy
c) Computers

4- To solve the problem of screen freezes, you can use the ....

a) Alt+Tab+Del
b) Alt+Ctrl+Del
c) Alt+Ctrl+Tab

5- In computer binary system, number 1 means ....

a) On
b) Off
c) Pass





6- To turn your device off, press and hold down the .... button

a) Power
b) Enter
c) Shift

7- Humans use the .... system to communicate using numbers.

a) Binary
b) Decimal
c) Octal

8- The .... system is called the base two system.

a) Binary
b) Decimal
c) Octal

9- It is recommended to download software from ....

a) Unreliable sources
b) Untrusted sources
c) Reliable sources
d) Unknown sources

10- When downloading a file from the internet, you will find it in ....

a) Recycle bin
b) Picture folder
c) Trash window
d) Downloads folder





11- Microsoft word can be edited by numerous users in different locations if there is an available ....

a) Keyboard
b) Printer
c) Internet connection

12- You can use .... to send your work to your colleagues

a) Microsoft word
b) Paint
c) Email

13- You can use .... to save images you create and insert them into your document.

a) Microsoft word
b) Paint
c) Email

14- Explorer ponce de Leon understands the importance of ....

a) Saving
b) Planning
c) Copying
d) Managing

15- .... is an efficient program to use when working on projects and it is used for writing and formatting texts

a) Microsoft word
b) Microsoft paint
c) Email
d) All of them





16- You can use .... to add the values of cells in Excel

a) +
b) –
c) =

17- .... is the program used to handle numeric data

a) Word
b) Excel
c) PowerPoint

18- in ...., you can use different backgrounds

a) Web browsers
b) PowerPoint
c) Excel

19- you can insert .... to make text have even more impact in PowerPoint

a) Audio
b) Video
c) WordArt

20- .... allows you to plan your ideas and previsualize the results of a presentation

a) Word art
b) Storyboards
c) Storytelling





21- a PowerPoint presentation should not be longer than .... minutes

a) 10
b) 20
c) 30

22- .... is the language that will be displayed on a web browser

a) PHP
b) HTML
c) HMLT

23- Consider including .... image that reflects the main message of your web page

a) Smaller
b) Larger
c) Normal

24- subheadings have a .... font size than headings

a) Smaller
b) Larger
c) Normal

Question 2: Put true or False.

1- Raspberry pi 2B is a small, inexpensive computer (T)
2- Dr Diego used technology to increase energy waste (F)
3- We can store and move electricity from one place to another. (T)
4- Egypt uses data and information management systems. (T)
5- The electricity that is used by air conditioners in the summer is less than in the winter (F)
6- It is recommended to update software programs on your computer. (T)
7- In android devices, to check for updates go to Facebook app then system update (F)
8- In windows operating system, some major updates require a start (T)
9- All online sources are safe to download programs (F)
10- The decimal system has a base number of (2) (F)
11- The binary numbers system is used to store data only on computer. (F)
12- You can’t insert an image into a word document (F)
13- Assigning roles to the group members is crucial when starting a project. (T)
14- You cannot set up a word document to be edited by numerous users (F)
15- Assigning roles is based on the habits of each group member (F)
16- It is recommended to tell your group members that you are sending an attachment (T)

17- AutoSum is used to divide cell values automatically in excel (F)
18- When researching a topic, first define a research question (T)
19- The intellectual property rights of others are not important when using their photos and videos (F)
20- You can insert an audio to enhance a text in your slide show (T)
21- The 10-20-30 rule is used in MS Excel (F)
22- You can use alternatives to the normal black and white design of your presentation (T)
23- You can use Microsoft word to create a web page (T)
24- You can save a web page from the edit menu (F)
25- Use simple fonts, so your message is hard to read (F)

Question 3: Advanced level

1-Convert the number 24 to binary numbers system.

11000

2-Convert 11111 to decimal numbers system.

31





حمل الآن

مجانا وحصريا

المراجعة رقم (6)

اختبار شهر مارس





Lesson 2: How digital devices work

Tips for common ICT issues

1- installing software:

Programs can be downloaded through the Internet like Microsoft Office and browser google chrome.

Windows PC:

- The program is downloaded from the Internet through the download button
- Click on the file located in Downloads
- A box will pop up, follow the instructions to finish the installation process.

Android devices:

- Tap on the Apps icon
- Go to the app store **(Google play stores)**
- Find the application you want and click install

2- Updating Software: -

Software should be updated regularly to help it work efficiently - Many programs install necessary updates automatically.

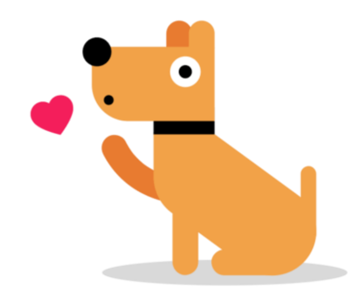
Windows PC:

Some major updates require a restart.

Start → setting → Updates and security → windows update

Android devices:

System → system updates



Troubleshoot screen freezes Windows:

- PC Click on Ctrl+Alt+Del buttons
- The task manager will appear
- to shut down any program that is marked as "not responding".
- turn off the device and restart it

Android devices:

Hold the power button for 30 seconds and restart.



Exercises

Question 1: Put a (true) or(false):

1- You can install more than software to your device ( )

2- Software should not be updated regularly ( )

3- No problems will face the user when use the computer ( )

4 - Many programs install necessary updates automatically ( )

5-we should download programs from reliable sources ( )

6-when you face a problem and You can't solve it. you should ask help from your teacher ( )

7- Programs can be downloaded through the Internet like Microsoft Office ( )

8- to download any program from Internet through the download button ( )

Question 2: Complete with the appropriate answer:

(Task manager - windows - google chrome –30second – Restart)

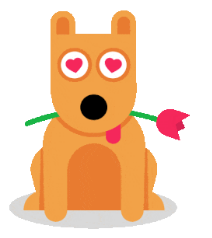
1- Programs can be downloaded through the Internet like …………

2-……………………. is considered the most famous operating system.

3-when you click on Ctrl+Alt+Del buttons ……………………. will appear.

4- Screen Freezes in android device Hold the power button for……………. and restart.

5- ………………….. used To face any problems during your use Computer



Lesson 3 (Introduction to Binary Numbers)

- The computers Simple and efficient as an light switch allow only two states **(on - off)**

This is why the binary number system is so well for sending and receiving and storing digital information.

-What is the binary number system??

It is used to send and receive information and store them on electronic digital devices
Such as computer, mobile phones and calculators by 2 numbers
Just (0:1) Yes / No or On or Off

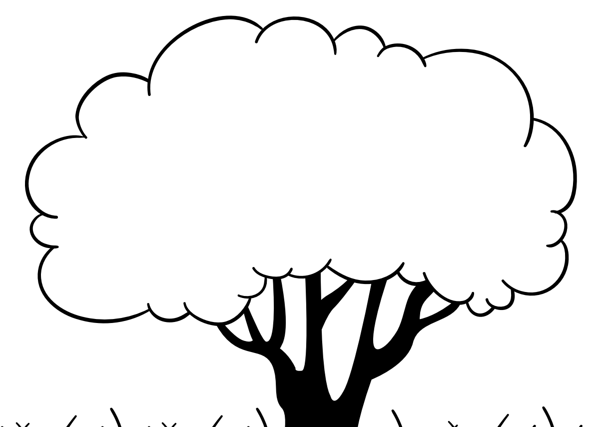
Humans use the decimal number system.

Contains 10 unique numbers (0:9) Therefore, it is called the base ten system.

This system is used to represent all possible numbers, meaning that once we count past the number 9

We add one of the ten unique number symbols as a digit on the left
Counting from the right
Example of the number (150)
(the number to the far right is multiplied by 1 and the number in the middle is multiplied by 10
And multiply the number to the far left (100).

As for the binary system, we add a number to the left by counting from the right, representing each position each place represents a value two times as big as the previous one and so is a quantity of 1s ,2s ,4s ,8s ,16s, etc



Lesson 4 (Determination the needs for a digital project)

-Technology is used to collect data to plan for the future.

Microsoft Word Word in (Microsoft office 365) :

- efficient program to use when working on projects, as it allows group members to work together at the same time
- It allows other users around the world to edit the document if an internet connection is available
- (this can be done by setting up online editing)

Microsoft Paint:

- You can save the image you create and then insert it into your document

E-mail:

- used to send your work to other group members or to your teacher
- Write your ideas in a message or attach a document or image that you've created

Assigning roles:

Group members should know their roles in the project

- Discuss the members of your group to determine the appropriate person for each part of the project
- The strengths of each group member to benefit the group .
- Elements necessary to complete the project
- Tools needed to complete each individual project
- The format used to deliver the information





Exercises

Question 1: Put a (true) or(false):

1- Technology is used to collect data in order to plan for the future ( )

2- You shouldn't discuss the members of your group to determine the appropriate person for each part of the project ( )

3- Group members should know their roles in the project ( )

4- WordPress can save the image you create and then insert it into your document ( )

5- Word allows other users around the world to edit the document if an internet connection is available ( )

6- You can't attach a document or image that you've created by E-mail ( )

Question 2: Complete with the appropriate answer :

(word - technology – Email - Microsoft Paint – roles)

1- Group members should know their ……………. in the project

2-……………… efficient program to use when working on projects

3- used……………….. to collect data in order to plan for the future

4- …………………used to send your work to other group members or to your teacher

5 ………………can save the image you create and then insert it into your document

Lesson 5: Gathering data and presentation



Excel To create a formula we must start with a sign =

Add up numbers:

We select the cells you want to add together, then click on the

home page → Auto sum → enter

To add titles or labels to a chart or graph:

Toolbar → chart design → Add a chart element

Choosing the graph/chart colour:

Toolbar → chart design → format

Choosing a chart/chart layout:

Toolbar → chart design → quick layout

Choosing a chart/chart type:

Toolbar → chart design → change chart type

Digital information – handling skills:

You can research, collect, classify, and process information using information handling skills.

Research:-

- When searching for a topic, you must first define the topic of research (research question)
- Use the internet or offline sources that needs like digital books

Collection:

You can use word, Excel (for numeric data) and pen and paper
Like (images - texts - videos -tables)

Classification:

Excel graphs are one example of how can classify and provide a visual representation of data draw in the form of a graph

processing:

- It is the last stage to reach the results and share them with others
- you could use word for reports
- Excel for spreadsheet or PowerPoint to create a presentation.

Exercises

Question 1: Put a (true) or(false):

1- You can Used digital Tools in collecting data ( )

2- You can't get the information you want from Internet ( )

3- Excel one of the programs that is used for collecting data ( )

4- To create a formula, we must start with a sign + ( )

5- To add titles or labels to a chart or graph choose Add a chart element.( )

6- When searching for a topic, you must first define the topic of research. (   )

7- Auto sum is located inside the home tab. (   )

8- Classification It is the last stage to reach the results and share them with others. (   )

9- PowerPoint used for creating a presentation. (   )

10- One of the offline sources that needs digital books. (   )

11- You can research, collect, classify, and process information. (   )

Question 2: Complete with the appropriate answer:

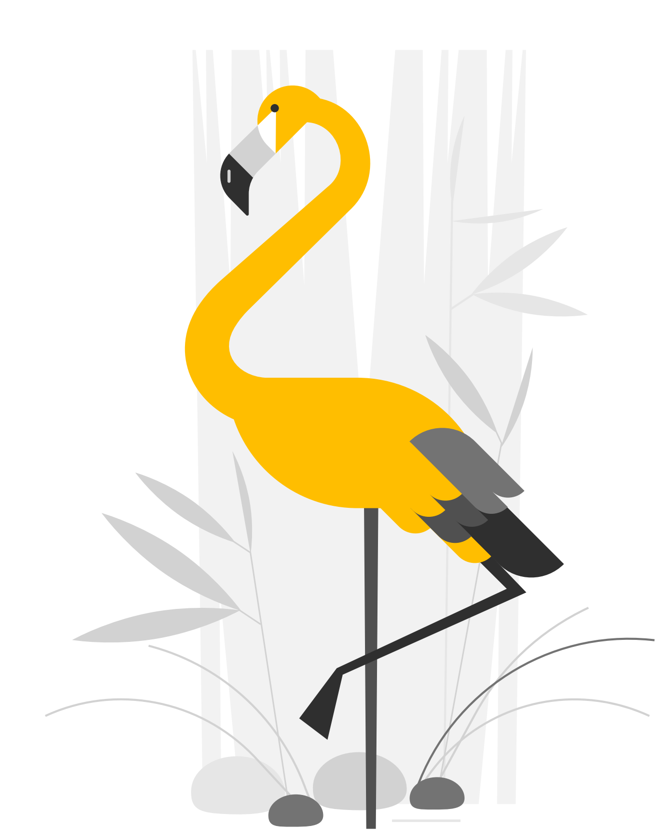
(Add a chart element – format - quick layout - change chart type)

1- ………………………………….. to add titles or labels to a chart or graph

2- .... To choose the graph/chart colour

3- ………………………………. To choosing a chart/chart layout.

4- ....To Choose a chart/chart type.



Lesson 6: Presenting information in an appealing way

Microsoft Word :

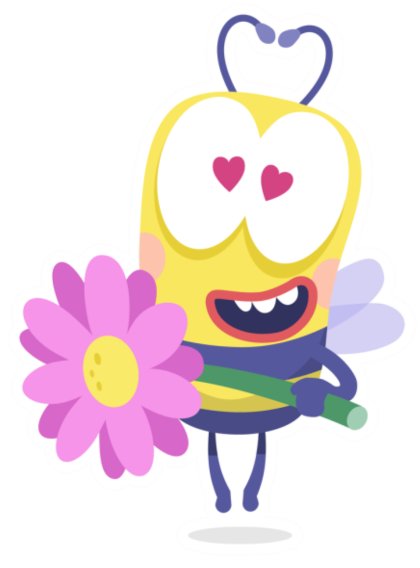
- text is used To display important information in an attractive way
-To show emphasis on specific information (use one or two colors)
-Put important text in bold to make key information stand out
-Use the formatting tools to do this
-You can insert WordArt to make have even more impact.

Presentation software:

To display information in an attractive way through:
Use different colors for the background and add the image , shapes and your own drawing
- **Photographs** that reflect your topic of your message can catch the viewer's eye.
- Graphs and charts are a good way to share data
- Add an audio to enhance a text or image be sure should not be too long or a video clip from the Internet or your creation.

movie maker:

- Used to create a film from a selection of still images
- You must respect copyright and intellectual property rights when using Pictures, video clips, or audio files



Exercises

Question 1: Put a (true) or(false):

1- You can't insert WordArt to make have even more impact ( )

2- You can display information in an attractive way ( )

3- You must respect copyright and intellectual property rights ( )

4- To show emphasis on specific information use more than three colours ( )

5- Put important text in bold to make key information stand out ( )

6- Be sure should not be too long when insert an audio ( )

7- Microsoft Word Used to create a film from a selection of still Images ( )

8- Graphs and charts aren't a good way to share data ( )

9- Photographs that reflect your topic of your message can catch the viewer's eye ( )

Question 2: Complete with the appropriate answer:

(Photographs- charts- WordArt- Graphs- bold - specific information)

1 - ……………………… that reflect your topic of your message can catch the viewer's eye.

2 - You can insert ……………….. to make have even more impact.

3 - …………….. and …………….. are a good way to share data Put

4 - important text in ……………. to make key information stand out To

5 - show emphasis on ……………….. (use one or two colours)

Lesson 7: Producing an effective presentation.

Storyboard:

is a chart that shows a sequence of content that forms a plan or outline of your presentation

-It allows you to plan your ideas

- pre-visualize the results of the presentation
- Tell your story in a simple way through presentation software

To see an overview of your presentation:

Add a description for each slide → Go to view → Slide sorter.

The 10-20-30 rule for presentations:

10 up to ten slides only.

20 no longer than 20 minutes

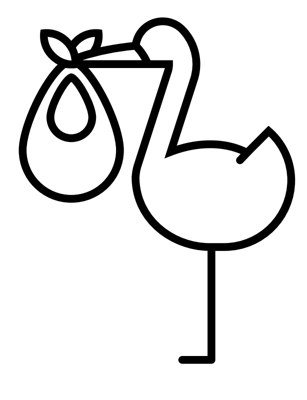
30 font no smaller than 30-point size

-The presentation should not provide a large amount of information so as not to tire the audience

- Font size should be easy to read

Tab (Design):

- When your presentation is taking shape, look at the "Design" tab in PowerPoint.
- which offers alternatives to the normal black-and-white design of your presentation.



Exercises

Question 1: Put a (true) or(false):

1- from the rules used in presentation The 10-20-30 rule ( )

2- Word is one of the digital Tools used for making your story ( )

3- The presentation should not provide a large amount of information so as not to tire the audience ( )

4- Storyboard is a chart that shows a sequence of content that forms a plan or outline of your presentation ( )

5- Storyboard doesn't allow you to plan your ideas ( )

6- you can make your story in a simple way through PowerPoint ( )

Question 2: Complete with the appropriate answer:

(Storyboard - Font size – large - Slide sorter)

1 - ………………………is a chart that shows a sequence of content that forms a plan or outline of your presentation

2 - ………………….. should be easy to read

3 - To see an overview of your presentation choose ……………….

4 - The presentation should not provide a ……………. amount of information so as not to tire the audience.

The 10-20-30 rule for presentations

10 …………………………………………...

20 …………………………………………...

30 ……………………………………………

Lesson 8 (web design principles)

HTML:

It is a (Hyper Text markup language) used to create web pages and is the language that will be displayed on a web browser

word :

can be used to create your web page Choose
" Web Layout " in the “View" tab "Save the file as a web page"
File > save as > web page.

the pictures :

must use a larger image that reflects the main message or to provide information for your story
The Title or Heading:
- Your story should have a Title or Heading that catches your audience's attention
- It should have a larger font size than the rest of the text so that it stands out

Subtitles (Subheadings):

- Allow your audience to see what a particular section of your story is about.
- You write in a smaller font than the headings

Font type:

- It is preferable that the paragraph size be smaller, but clear and visible - It is preferable to use simple fonts so your message is not hard to read

Exercises

Question 1: Put a (true) or(false):

1- Your story should have a title or heading that catches your audience's attention ( )

2-HTML It is a (Hyper Text Markup language) ( )

3- HTML used for creating a web page ( )

4- We must use a small image that reflects the main message ( )

5- There was one way e to create pages web ( )

6-To save file as a web page select Edit menu ( )

7- Word one of the programs that used for creating a web pages ( )

8- It is preferable that the paragraph size clear and visible ( )

9- Subheadings write in a smaller font than the headings ( )

Question 2: Complete with the appropriate answer:

(HTML – the main message – Heading – word)

1- …………………….. is the language that will be displayed on a web browser.

2- Your story should have a ……………………. that catches your audience's attention.

3- must use a larger image that reflects …………………….. or to provide information

4- ……………………… can be used to create your web page.




كيفية طباعة صفحات معينة من ملف معين

مثلا ازاى نطبع الصفحات من صفحة 4 الى صفحة 9

خطوة 1

File > Print... Ctrl+P

خطوة 2
اختيار اسم الطابعة بتاعتك

خطوة 3
كتابة الصفحات المراد طباعتها
نكتب رقم 4 ثم نكتب الشرطة دي – ثم نكتب 9

Pages: 4 - 9

خطوة 4
اختيار نوع الورق

Page Setup...

خطوة 5
اختيار A4

Paper Size: A4

خطوة 6

Print